

Community Fundraising Admin Volunteer

Role description

Together we are help and hope for everyone living with dementia



Community Fundraising Administration Volunteer



Why we need you

Fundraising at Alzheimer's Society is an integral part of the work we do in the fight against dementia. The income we generate provides essential services to improve the lives of those who need us. As a Community Fundraising Administration Volunteer, you'll be supporting our fundraising teams to provide an efficient administration service and helping to maximise their potential within the local community.



What you will be doing

- A variety of administration tasks such as receiving and sending mail and making telephone calls.
- Updating our fundraising supporter database and engaging with existing supporters.
- Researching the local community for potential new supporters including community groups, companies and educational establishments.
- Sharing information and promoting local fundraising activities in the local community both virtually and in person.



This role will suit you if you

- Are friendly, approachable, and enthusiastic about fundraising and engaging with the community.
- Are proactive, flexible and enjoy being part of a team.
- Are confident using computers, including Microsoft packages, and talking to people on the telephone.
- Have experience working or volunteering in an administrative role or are looking to develop your administrative skills.



What you can expect from us

- We will make you feel welcome, included and respected.
- You will receive training, ongoing supervision and support.
- You can claim pre-agreed out of pocket expenses (e.g. travel) in line with our policy.
- We'll keep you up to date with relevant policies and procedures that apply to your role.
- You'll have access to learning, development and engagement opportunities for volunteers



What we need from you

To ensure the safety and security of people with dementia we ask for:

- One reference and proof of identity.
- To put the role into practice most effectively volunteers are recommended to continue for at least 3 months.
- Learning at the start will take about 2 hours, followed by periodic refreshers.
- You will need your own computer, internet access and phone.